



Three Oaks Elementary PTA

Request for Reimbursement Form 2023-2024



Date	Item/Description	\$ Amount	
Total		\$	

Make Check Payable to: _____

Contact Phone #: _____

Email: _____

Budget Line to be Charged: _____

*Examples: Classroom/Sped Grants *Specialist Grants *STEM *Clubs *Event Name *Music Assembly

PLEASE STAPLE ALL INVOICES /RECEIPTS TO THE BACK OF THIS FORM

Receipt should only contain items for reimbursement. No personal items are to be listed on the receipt.

*****For PTA Office Use Only*****

Check #: _____ Date Issued: _____ Amount: _____